



DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTEENTH MEDICAL COMMAND
UNIT #15281
APO AP 96205-0054

REPLY TO
ATTENTION OF:

EAMC-L-PMD (735)

16 OCT 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum Number 71, Property Accountability Procedures for Cellular Telephones, Pagers and Mobile Computing Devices

1. References.

- a. AR 710-2, Supply Policy Below the Wholesale Level, 31 Oct 97.
- b. AR 735-5, Policies and Procedures for Property Accountability, 31 Jan 98.
- c. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures), 31 Dec 97.
- d. USA MEDCOM Policy 25-02-06, Policy on Management of Mobile Computing Devices, 19 Feb 02
- e. 18th MEDCOM Policy Letter #8, Procedure for Hand Receipt Holders (HRHs), 9 Oct 02.
- f. 18th MEDCOM Standing Operating Procedure (SOP) for MTOE/TDA Property Books, 27 Feb 01

2. Purpose. This policy memorandum establishes procedures to be adhered to within the 18th Medical Command for property accountability of cellular telephones, pagers and handheld computing devices (Personal Digital Assistants - PDAs). "Electronic Devices" will be used through out this policy to describe cellular telephones, pagers and any other electronic device issued for direct use.

a. Property book officers will continue to account for cellular telephones, pagers and PDAs on the property books. The property book officer will require Company Commanders or Primary Hand Receipt Holders to sign for electronic devices on their Primary Hand Receipt. Once done, the Commander will direct his Supply Officer/NCO to subhand receipt all property down to the user/section/clinic level.

(1) Section/clinic officer-in-charge (OIC) or noncommissioned officer-in-charge (NCOIC) will sign the primary sub-hand receipt for their section/clinic. They will, in turn, subhand receipt property down to the user level.

(2) Subhand receipt holders or direct users have specific requirements with regards to electronic devices.

(a) Defining Sub-hand Receipt Holder. In all property policy memorandum, states that "No soldier (or civilian employee equivalent) in the rank of E-4 or below will become a sub-hand receipt holder, **except** for property they are the direct user of or when a soldier is in the rank of E-4 is designated as the Clinic NCOIC." In this case, electronic devices can be issued to any employee.

(b) Personal Responsibility. In the case of electronic devices, personal property accountability is in effect and is defined as: "The obligation of a person to exercise reasonable and prudent actions to properly use, care for, and safeguard all government property in his or her physical possession." It applies to all government property issued for, acquired for, or converted for a person's exclusive use, with or without receipt, i.e. TA-50, pagers, and cell phones. Misuse of any electronic devices includes the unauthorized or excessive use of phone calls made from an official cell phone. Calls from an official cell phone will be monitored. The user is responsible for the use/misuse of government property assigned for their use. When the user discovers misuse, abuse, loss, damage or destruction of their electronic device, the user must report the incident immediately to their supervisor. The supervisor must report the incident to the unit commander and their supporting information management office. It is important that the user understand if they lose their cellular phone and do not report the loss immediately, calls continue to be charged to their issued cellular phone. They are ultimately responsible for charges made to the government. When the user reports the item lost or stolen, their local information management office will arranged for the cellular services to be terminated.

(c) Security of data and software. The user must ensure in cases where Personal Digital Assistants (PDAs) are issued that certain accountability procedures are required. Specifically, users are accountable for the classification and the security of the data used. Users must ensure that classified data is not stored on systems that are not accredited. If a PDA is classified, then appropriate security and storage measures must be taken IAW Army Regulations. In addition, users are accountable for the software used on PDAs. For example, the user is responsible and held accountable for following policies and procedures for downloading or use of possible "hacked" or corrupt software that could affect other systems within the Medical Command. Users with questions regarding government issued PDAs or the simultaneous use of personal PDA should contact their local information management office.

(3) Sub-hand receipt holders will out-process through the company commander and supply NCO as part of Permanent Change of Station (PCS) clearance procedures.

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This ensures that outgoing subhand receipt holders properly turn over all the property listed on hand receipts to new hand receipt holders prior to clearing the units.

(4) Whenever it is deemed appropriate, the use of Statement of Charges/Cash Collection Voucher (DD Form 362) is encouraged in lieu of initiating a report of survey.

b. Battalion commanders will serve as the appointing authority for reports of survey within their commands. Battalion adjutants will maintain additional duty rosters for appointments to report of survey officer duty.

3. In the event a member of the 18th Medical Command is identified as having lost control of property (Table of Distribution Allowance or Modified Table Organization and Equipment) for which they were signed, the battalion commanders will review the situation to determine if negligence is suspected. In an individual is scheduled to depart the theater on PCS, then all exhibits to include statements will be provided with the survey to appointing authority prior to release of an individual's departure from the theater.

4. The point of contact for this memorandum is the Chief, Property Management Division, Deputy Chief of Staff, Logistics, at DSN 736-6836.


PHILIP VOLPE
Colonel, MC
Commanding

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